



Department of Corrections
ADMINISTRATIVE BULLETIN

Subject: NEXT-OF-KIN
NOTIFICATION AND DISPOSITION
OF REMAINS, PROPERTY AND
FUNDS

Number:

94/4

Date Issued:

March 7, 1994

Cancelled Effective:

The purpose of this Administrative Bulletin (AB) is to announce the recent enactment of California Penal Code Section 5022 requiring the California Department of Corrections (CDC) to obtain, upon reception and at least every year thereafter, from each inmate **the name, last known address, and telephone number** of the person(s) to be notified in the event of the inmate's death or serious illness or injury, as determined by the physician in attendance, and designated by the inmate to receive his or her mortal remains, property, and funds. In addition, this bulletin advises staff of their responsibilities concerning documentation and updating of CDC Form 127, (revised 12/93) Identification Worksheet, Next-of-Kin Notification and Disposition of Remains, Property and Funds.

Effective immediately, facility classification staff are directed to complete a CDC Form 127 at the time an inmate is received at a reception center. To note the inmate's preferred order of notification, a priority number shall be placed to the left of each name under the Notification Section.

Names may be added to CDC Form 127 by:

- Entering the additional name(s) in the next Notification Section box that has not been used, or
- Initiating a new CDC Form 127 if all of the Notification Section boxes have already been filled.

If an inmate requests a particular name be deleted from their CDC Form 127, a diagonal line shall be drawn through the name and the date of the change entered. Each time a name is added or deleted, the notification priority numbering shall be redesignated accordingly.

The CDC Form 127 shall be placed on the top of the miscellaneous section of the inmate's Central File and shall at no time be separated from this file. CDC Form 127 shall be updated:

- Annually as part of the classification review process.
- Whenever an institution transfer is recommended by a classification committee.
- Whenever the inmate advises his or her counselor of changes in the information.



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The facility head or designee shall use all reasonable means to contact the person(s) set forth in the notification list in the event of an inmate's death, serious illness, or injury, as determined by the physician in attendance.

CDC Form 127 is supplied through facility procurement offices utilizing order code "02" as defined in the CDC Forms Catalog.

Please inform all persons concerned of the contents of this bulletin which shall remain in effect until incorporated into the Department Operations Manual Section 51070. Questions regarding this AB should be directed to John Iniguez, Program Administrator, Classification Services Unit, at (916) 322-2544 or CALNET 492-2544.

R. H. DENNINGER
Chief Deputy Director

Attachment